

DATE
ACQUISITION NUMBER

**NASA Langley Archives
Donation Form**

DONOR NAME: _____

ADDRESS: _____

TELEPHONE: _____ **EMAIL:** _____

FORMAT

- | | |
|---|-----------------------------|
| <input type="checkbox"/> Artifacts: Equipment, models, plaques, albums, etc. | No. Containers _____ |
| <input type="checkbox"/> Documents: Files, clippings, publications, bound materials, etc. | No. Containers _____ |
| <input type="checkbox"/> Images: Photos, negatives, video, films, drawings, etc. | No. Containers _____ |

DESCRIPTION OF MATERIALS (type of information, how used, origin of items)

REASON FOR TRANSFER TO NASA LANGLEY ARCHIVES

IF THESE MATERIALS ARE NOT NECESSARY TO THE COLLECTION, I WOULD LIKE

- ☐ MATERIALS RETURNED TO ME AT MY EXPENSE (refused items will be destroyed 30 days after notification)
- ☐ PROCEED WITH DISPOSAL WITHOUT CONTACT

By signing below, I verify that the following is true.

1. I am authorized to transfer ownership of this material.
2. Material is free of legal encumbrances or access restrictions that will diminish its research potential.
3. Material will become the property of, and be administered by NASA. Material will be made available for public education and research.
4. I understand that the materials may be more appropriate for a collection at another center and may be transferred.

SIGNATURE

DATE